

# **Unapproved**

## **SALEM BOARD OF FINANCE REGULAR MEETING MINUTES February 9, 2012**

### **PRESENT**

T. J. Butcher  
John Dolan  
Carole Eckart  
Janet Griggs  
George Householder  
David Kennedy  
Peter Lee  
Greg Preston  
Bill Weinschenker

### **ABSENT**

B. Weinschenker called the meeting to order at 7:03 PM

### **Recognition of Visitors-N/A**

- Chief Gene Maiorano would like to be added to the Agenda to speak on three Capital Plan items that were not on the Capital Plan. No action was taken. All Capital items will be discussed at a meeting not yet scheduled. J. Griggs stated that when this meeting is scheduled, Virginia has been asked to notify all departments that requested Capital Items for the 2012/2013 Budget year.

**Communications:** NONE

### **Additions to Agenda**

- J. Griggs would like to address the MBR issue pertaining to writing a letter to Andrea Stillman. Will be discussed after the Selectman Report as number 5.
- The Capital plan will be discussed at a later day.

**1. Approval of minutes from December 8, 2011 Regular meeting M/S/C: (Preston/Griggs) to accept the regular meeting minutes as amended:**

- Under the Selectman's Report Bullet #5: From "grinded to ground".
- Change the spelling of Butcher's name throughout the report.
- Add the motion to adjourn from Executive Session.
- Add the motion to adjourn the BOF Regular Meeting.
- Non-bolding the last two lines.
- Page 3 – change the wording "to help with financial statements" to "address the recommendations from the audit".

**Vote: Approved Unanimously**

**Approval of minutes from the January 12, 2012 Regular Board of Finance meeting**

- Page 1: change the spelling of Griggs.

**M/S/C: (Eckart/Butcher) to accept the regular meeting minutes as amended.**

**Vote: Approved Unanimously**

**Approval of minutes from the January 26, 2012 Special Board of Finance meeting**

**M/S/C: (Griggs/Preston) to accept the regular meeting minutes as presented.**

**Vote: Approved: Butcher, Griggs, Householder, Preston, Weinschenker**

**Abstain: Eckart**

**Motion Carried**

**2. Treasurer's Report (See file copy)**

- M. Ferren, Treasurer reported that tax collections showed a slight decrease from the same period last year.
- Overall, total revenue is also slightly lower than the same period last year.
- The Education Equalization Grant Fund was received this month.
- A new column (Type/Rate/Term) has been added to the special fund spreadsheet informing the BOF members when a CD expires.
- G. Preston asked that the General Fund and Special Funds be separated on the spreadsheet.
- The BOF would like the Nursing Fund to be combined with the Needy Fund.

**M/S/C: (Butcher/Preston) to change the title of the Nursing Fund to the Needy Fund to allow consolidation of these funds.**

- M. Ferren was instructed by the BOF to give them information on the inactive special funds and whether these funds have restrictions relating to spending. She is to report back to the BOF with these findings no later than the second regular scheduled BOF Meeting. M. Ferren's research priority should be with the CD that is coming due in June 2012.
- M. Ferren is entering special funds and capital Non-Recurring information into the Quick Books program. She presented the BOF with an example on how the reports will look. The BOF asked her to make changes to the title of this report and other minor changes. T.J. Butcher would like to see the names of the grants and more details on the transferred in and out (source and destination). The BOF would like the Pavilion reporting to be moved from the BOE department.

### **3. Public Comments-N/A**

### **4. Selectman's Report**

- First Selectman K. Lyden reported that the students from Salem School collected \$412.08 that was earmarked for the Salem Needy Fund account from their Change for Change event. This is the second year that they organized this event.
- We received a grant for \$8,001. It is a Quick Spent Energy Block Grant. This grant will be used to purchase energy efficient appliances and recycling containers. Chairman Weinschenker asked if this money will need to be appropriated. K. Lyden will report back to the BOF with this information.
- K. Lyden is waiting for information from the School Building Project Committee on when the Bond Anticipation Notes will be needed. April 15<sup>th</sup> was mentioned, but needs to be confirmed.
- Additional expenses occurred to prepare financial records of the town in order to complete the audit. An additional \$11,144 is needed in account #114-45-451. These additional funds can be transferred from Dept. 138-20-006. BOF requested more information before it can act on this request.

### **5. Reporting on the MBR Joint Letter**

- An email was sent to Margaret Caron asking if the BOE would like to send a joint letter to A. Stillman concerning the MBR. The school did not think that this joint letter would be advantageous to them. The BOE feels that they need the MBR to guarantee no reductions in the school's budget. J. Griggs will compose a letter to A. Stillman informing her of the BOF concerns. J. Griggs will prepare the letter for the BOF approval at their next meeting.

**6. On Proposed Appropriations for 2012/2013**

- First Selectman K. Lyden presented the Building Department budget. (Packet included) V. Vesey is not asking for an increase to the Building Department Budget. There might be new building code going into effect by the end of this year. The additional cost will be \$400. G. Householder would like to see a cost detail on items in this budget.

**A.) M/S/C: (Preston/Butcher) to approve Dept. #110, Building Official appropriation in the amount of \$2,465, subject to revision at the 3/22/2012 BOF meeting for presentation at public hearing.**

**Vote: Approved Unanimously**

- P. Crisanti, Town Clerk, presented her budget. Invoice for New Vision includes the dog fund expense of \$576. This expense in previous years has been expensed through her department budget. Next year the \$576 will be expensed from the Dog Fund. Right now the balance in the Dog Fund is \$6,048.68.

**B.) M/S/C: (Eckart/Butcher) to approve Dept. #112. (Town Clerk) appropriations in the amount of \$15,000, subject to revision at the 3/22/2012 BOF meeting for presentation at public hearing.**

**Vote: Approved Unanimously**

- A question was asked about the Town Report and how many copies were ordered last year. The Town ordered 125 copies, which seemed to be enough.
- First Selectman Lyden informed the BOF that the increase in department #114 is due to an increase of 3% in audit fees and also for maintaining CL Service Company to address the recommendations in the audit.

**C.) M/S/C: (Butcher/Preston) to approve Dept. #114, (Treasurer/Auditor/BOF) appropriations in the amount of \$36,765,**

**subject to revision at the 3/22/2012 BOF meeting for presentation at public hearing.**

**Vote: Approved Unanimously**

- First Selectman Lyden presented the Tax Collector's budget. There is a \$200 increase in this budget. The State of Connecticut increased the DMV Delinquent Use File this year.

**D.) M/S/C: (Butcher/Griggs) to approve Dept. #118. (Tax Collector) appropriations in the amount of \$5,780, subject to revision at the 3/22/2012 BOF meeting for presentation at public hearing.**

**Vote: Approved Unanimously**

- K. Lyden, First Selectman, presented Department #210, Security budget. No increase is requested by Officer Seery. C. Eckart asked about coverage by the Troopers. K. Lyden will check on the day's coverage.

**E.) M/S/C: (Householder/Preston) to approve Dept. #210 (Security) appropriations in the amount of \$202,400, subject to revision at the 3/22/2012 BOF meeting for presentation at public hearing.**

**Vote: Approved Unanimously**

- J. Savalle, GLVFC Chief, presented this budget. Line item expenses were adjusted to better represent what funds are needed. Training expenses increased because of new requirements. Name of "Other Expense" line is to be changed to "Office Supplies".

**F.) M/S/C: (Griggs/Householder) to approve Dept. #220 (Gardner Lake Volunteer Fire Co.) appropriations in the amount of \$65,120, subject to revision at the 3/22/2012 BOF meeting for presentation at public hearing.**

**Vote: Approved Unanimously**

- G. Maiorano, SVFCO Chief, presented his budget. The increases in this budget are in line items "Insurance Premium" and "Physicals". Insurance coverage now matches the coverage that GLVFCO presently has. Salem Fire Company has 25 members.

**G.) M/S/C: (Eckart/Butcher) to approve Dept. #222 (Salem Volunteer Fire Co) appropriations in the amount of \$74,600, subject**

**to revision at the 3/22/2012 BOF meeting for presentation at public hearing.**

**Vote: Approved Unanimously**

- Jim Savalle presented the Ambulance budget. He pointed out that some department line items increased while other line items decreased. The overall budget for Department #230 decreased slightly. The description of line item #230-57-573 will be changed from Medical Testing to Bio Hazard Waste Transportation. Name of “Other Expense” line is to be changed to “Office Supplies”.

**H.) M/S/C: (Preston/Butcher) to approve Dept. #230 (Ambulance) appropriations in the amount of \$40,174, subject to revision at the 3/22/2012 BOF meeting for presentation at public hearing.**

**Vote: Approved Unanimously**

- Kevin Lyden/D. Bourdeau presented the budget for Department #240. The Selectman informed the BOF that Hebron has sent a letter opting out of the KX 911 Emergency Contract. This loss of revenue will have to be absorbed by the other 9 towns. The projected increase for Salem will be approximately \$10,000. D. Bourdeau informed the BOF that the majority of expenses in Dept. #240 occur in the spring. New radios will need to be replaced by 2013 because of new narrow band changes.

**I.) M/S/C: (Butcher/Preston) to approve Dept. #240 (Public Safety) appropriations in the amount of \$71,800, subject to revision at the 3/22/2012 BOF meeting for presentation at public hearing.**

**Vote: Approved Unanimously**

- A new line item will be added to Department #910. This line will be to budget for the School Building Project Bond Anticipation Note.

**J.) M/S/C: (Butcher/Preston) to approve Dept. #910 (Interest Payments) appropriations in the amount of \$75,000, by adding a new line for the building project bond anticipation note subject to revision at the 3/22/2012 BOF meeting for presentation at public hearing.**

**Vote: Approved Unanimously**

**K.) M/S/C; (Butcher/Eckart) to approve Dept #920 (Principal Payments) appropriations in the amount of \$200,000 for presentation at public hearing.**

**Vote: Approved Unanimously**

**M/S/C (Butcher/Preston) to adjourn at 9:40 PM.**

**Vote: Approved Unanimously**

Virginia Casey,  
Recording Secretary